

Assignment 2 – Hiring Three Technology Coordinators

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The role of Educational Technology Coordinator is multifaceted and complex. Regardless of the educational setting, the technology coordinator will take a leadership role in developing, evaluating, revising, and implementing the school plan for instructional use of technology. In addition to the requisite technical skills, successful candidates will demonstrate practical interpersonal skills, strong problem-solving skills, and solid leadership and planning skills (Frazier & Hearrington, 2017).

All Educational Technology Coordinators are responsible for training, modeling, and assisting teachers in integrating technology in the classroom to improve student achievement and ensure that every student meets and exceeds the New Jersey State Learning Standards (NJSLS). The Educational Technology Coordinator acquires and updates the skills necessary to run effective Professional Development and coordinate with outside vendors and consultants.

While the job descriptions, requirements, and responsibilities for the Educational Technology Coordinator at the elementary, middle school, and high school level are inherently similar, the individual's experience and certification will correlate to the building's population in which the Coordinator works. This consistency is essential in supporting the needs of teachers the Coordinator will assist and support as well as the implementation of the NJSLS addressed at each level.

All Educational Technology Coordinators report to and work collaboratively under the leadership of the Director of Educational Technology. The positions are 12-month, tenure-track position. Salary is dependent upon the approved district salary guidelines and commensurate with experience.

Job Descriptions

Position Title: Elementary School Educational Technology Coordinator

Reports to: Directly to Director of Educational Technology; Indirectly to Building Principal

Joh Goal: The Elementary School Educational Technology Coordinator implements, coordinates, and evaluates the integration of educational technology as tools to support instruction in line with the District Technology Plan.

Qualifications:

- Earned bachelor's degree from a regionally accredited college or university
- teaching license from New Jersey Department of Education
- five or more years of successful experience in an elementary public school setting using educational technology for teaching and learning
- Experience with NJSLA testing, PowerSchool, and LMS such as Seesaw and Schoology required
- Degree in educational technology preferred, not required
- Experience with computer networking, knowledge of hardware and software across multiple computer platforms preferred, not required
- Alternatives to the above qualifications considered acceptable and appropriate by human resources will be considered

Essential Duties and Responsibilities:

- Demonstrate support for the district's goals and vision.
- Support, implement, promote, and enhance the district's instructional technology plan.
- Collaborate to plan and deliver professional development instructional technology activities and create training materials to increase the use of instructional technologies.
- Provide ongoing maintenance and support, ensuring software, subscriptions, and hardware are up to date for staff and students.
- Mentor teachers and administrators to increase the use of instructional technologies to enhance student achievement.
- Assist building-level leadership in supporting the staff's use and implementation of instructional technology.
- Ensure that student achievement data is used to inform decisions at the classroom and school level.
- Communicate with stakeholders in a timely and professional manner.
- Collaborate with other Educational Technology Coordinators and the Director of Educational Technology to apply for grants.

Position Title: Middle School Educational Technology Coordinator

Reports to: Directly to Director of Educational Technology; Indirectly to Building Principal

Job Goal: The Middle School Educational Technology Coordinator implements, coordinates, and evaluates the integration of educational technology as tools to support instruction in line with the District Technology Plan.

Qualifications:

- Earned bachelor's degree from a regionally accredited college or university
- teaching license from New Jersey Department of Education
- five or more years of successful experience in a K-12 public school setting using educational technology for teaching and learning
- Experience with NJSLA testing, PowerSchool, and Schoology LMS required
- Degree in educational technology preferred, not required
- Experience with computer networking, knowledge of hardware and software across multiple computer platforms preferred, not required
- Alternatives to the above qualifications considered acceptable and appropriate by human resources will be considered

Essential Duties and Responsibilities:

- Demonstrate support for the district's goals and vision.
- Support, implement, promote, and enhance the district's instructional technology plan.
- Collaborate to plan and deliver professional development instructional technology activities and create training materials to increase the use of instructional technologies.
- Provide ongoing maintenance and support, ensuring software, subscriptions, and hardware are up to date for staff and students.
- Mentor teachers and administrators to increase the use of instructional technologies to enhance student achievement.
- Assist building-level leadership in supporting the staff's use and implementation of instructional technology.
- Ensure that student achievement data is used to inform decisions at the classroom and school level.
- Communicate with stakeholders in a timely and professional manner.
- Collaborate with other Educational Technology Coordinators and the Director of Educational Technology to apply for grants.

Position Title: High School Educational Technology Coordinator

Reports to: Directly to Director of Educational Technology; Indirectly to Building Principal

Job Goal: The Middle School Educational Technology Coordinator implements, coordinates, and evaluates the integration of educational technology as tools to support instruction in line with the District Technology Plan.

Qualifications:

- Earned bachelor's degree from a regionally accredited college or university
- Teaching license from New Jersey Department of Education
- Five or more years of successful experience in a public, high-school setting using educational technology for teaching and learning
- Experience with NJSLA testing, PowerSchool, and Schoology or Blackboard LMS required
- Degree in educational technology preferred, not required
- Experience with computer networking, knowledge of hardware and software across multiple computer platforms preferred, not required
- Alternatives to the above qualifications considered acceptable and appropriate by human resources will be considered

Essential Duties and Responsibilities:

- Demonstrate support for the district's goals and vision.
- Support, implement, promote, and enhance the district's instructional technology plan.
- Collaborate to plan and deliver professional development instructional technology activities and create training materials to increase the use of instructional technologies.
- Provide ongoing maintenance and support, ensuring software, subscriptions, and hardware are up to date for staff and students.
- Mentor teachers and administrators to increase the use of instructional technologies to enhance student achievement.
- Assist building-level leadership in supporting the staff's use and implementation of instructional technology.
- Ensure that student achievement data is used to inform decisions at the classroom and school level.
- Communicate with stakeholders in a timely and professional manner.
- Collaborate with other Educational Technology Coordinators and the Director of Educational Technology to apply for grants.

Policies and Procedures Manual

Expectations

The role of Educational Technology Coordinator requires the following skills:

- Strong work ethic
- Problem-solving, organizational, and planning skills
- Ability to work independently and as a valued team member
- Exhibits professional drive and takes ownership of continuing education to ensure up to current technological skills and knowledge
- Professional interactions with all stakeholders, including staff, students, parents, and the community

Evaluations

While a variety of ad hoc evaluation forms are used throughout the country as well as the state, the district has determined the use of the Danielson Framework for teaching evaluation as a performance rubric for the Educational Technology Coordinators. This is done to ensure consistency in performance. As supervisory certification is not required for the role of Educational Technology Coordinator, those individuals do not have the capacity to evaluate instruction. However, as noted in the job descriptions, the Coordinators do act and mentors and trainers.

Therefore, Danielson (2013) Domain 3: Instruction is applicable to professional development instruction conducted by an Educational Technology Coordinator. The components of Domain 3: Instruction include:

- 3a. Communicating Clearly and Accurately
- 3b. Using Questioning and Discussion Techniques
- 3c. Engaging Students in Learning
- 3d. Providing Feedback to Students
- 3e. Demonstrating Flexibility and Responsiveness

Furthermore, Domain 4: Professional Responsibilities is also applicable. The components of

Domain 4: Professional Responsibilities follow:

- 4a. Reflecting on Teaching
- 4b. Maintaining Accurate Records
- 4c. Communicating with Families
- 4d. Contributing to the School and District
- 4e. Growing and Developing Professionally
- 4f. Showing Professionalism

Forms

All materials are stored in the Technology Department shared drive to ensure consistent updates and uniformity. The forms include:

- T.1. Software Evaluation Form
- T.2. Subscription Table
- T.3. Device Roster (Per Building/Per Class)
- T.4. Grant Application Template
- T.5. PD Template
- T.5. Vendor Evaluation Form

References

- Danielson, C. (2013) *The framework for teaching evaluation instrument*. 2013 ed. The Danielson Group. <https://danielsongroup.org/framework/frameworkteaching>
- Frazier, M., Herrington, D. (2017). *The technology coordinator's handbook*, 3rd ed. Eugene: OR: International Society for Technology in Education.